

# Albemarle Ballet Theatre

## 2018 – 2019 Handbook & Policies

### Table of Contents

REGISTRATION .....	2
PAYMENTS AND BILLING .....	2
TUITION .....	3
DROP-OUT .....	4
CLASS SIZES .....	4
ABSENCES & MAKE-UP CLASSES .....	5
INCLEMENT WEATHER & SCHOOL CLOSINGS .....	5
DROP-OFF AND PICK-UP .....	5
CLASS SCHEDULE .....	6
PRIVATE LESSONS/COACHING .....	6
SCHOLARSHIPS & WORK STUDY .....	6
FAMILY OBSERVATION WEEK .....	6
2018-2019 CALENDAR .....	7
PERFORMANCES .....	7
PERFORMANCE FEE .....	8
CLASS ATTIRE .....	9
STUDIO POLICIES & ETIQUETTE .....	9

5798 Three Notch'd Rd • Crozet, Virginia, 22932 • Mailing: P.O. Box 805 • Crozet, VA • 22932  
(434) 823-8888 • [albemarleballettheatre@gmail.com](mailto:albemarleballettheatre@gmail.com) • [www.abtdance.org](http://www.abtdance.org)

# Registration

Registration is available online at [www.abtdance.org](http://www.abtdance.org).

Your first tuition payment is due at the time of registration. Enrollment is not complete until you make your first payment. We cannot reserve a spot in the class without a deposit. Payments can be made in the Dancer Portal. If we do not receive payment within 72-hours of registration, the student will lose their spot. ABT requires a credit or debit card to be kept on file at the time of registration.

All students will pay a non-refundable annual Registration Fee of \$25 per student. A separate registration fee is charged for Summer Camps and Classes. All registration fees are waived for multi-student families; please note that your account will automatically be credited within one billing cycle.

Current ABT students will receive priority registration for Summer and Fall classes. Once registration is opened to the public, all classes are first-come, first-serve. If you miss pre-registration, class openings are limited and will not be held for returning students. Once a class is full, you will be waitlisted. All waitlisted ABT students will be prioritized.

Students will be placed in the appropriate level based on their age, experience, and physical ability. Students with previous dance experience will take a placement class.

## Payments and Billing

Annual tuition, excluding 8-week sessions and Pilates classes, is billed monthly. If you would like to pay in full, please let us know via email. Monthly payments are due on the 10<sup>th</sup> of each month. **For your convenience your card on file will automatically be charged** if another form of payment (cash or check) is not received by the 10th of the month.

Tuition is due in full at the time of registration for 8-Week Sessions and Events.

All payment information is completely secure through SafeSave Payments. Any declined forms of payments will carry a fee of \$25.00. When paying by cash or check, a late fee of \$25 will automatically be applied to accounts past due, each month incurs a separate late fee.

ABT accepts: Cash, Checks, Bank Draft, Visa, American Express, and MasterCard.

If you choose to pay by Bank Draft, please ensure you have sufficient funds in your account! If the payment is returned due to insufficient funds, you will be charged a fee from SafeSave, your bank, and ABT.

When making a payment by cash or check, please include the Dancer's first and last name in the memo of your check or include a note.

Write checks to Albemarle Ballet Theatre and drop off or mail to:

P.O. Box 805

Crozet, VA 22932

## Tuition

### 2018-2019 School Year Classes

All classes are \$298/semester before multi-class discounts. Because all classes are billed monthly, class prices are listed as \$74.50 per month in JackRabbit before discounts.

This number may be confusing, especially for returning students. To understand your tuition per semester, please see chart below. This is the total you will pay, which will then be broken up into monthly payments, which will vary depending on the number of classes offered in a given month, in Jackrabbit. Rates are calculated based on 16-week semesters. In previous years we have held 15-week semesters.

Please note that we have increased our tuition rates by 3.5% to cover the online payment processing fees and the new automated JackRabbit program.

If you register for 7 or more classes, the multi-class discount is not automated. Your account will be adjusted within one billing cycle according to the rates listed below.

16-Week Semester	
Classes per week	Rate after discount
1	\$298
2	\$518
3	\$722
4	\$920
5	\$1,053
6	\$1,185
7	\$1,317
8	\$1,450
9	\$1,581
10	\$1,653

### Mat Pilates

Drop-in Classes: \$15

10-Class Card: \$120

\*Drop-in classes are listed under 'Events' in the Dancer Portal.

\*\*Class cards can be purchased in person at ABT.

### Baby & Me Barre Bootcamp, Dance With Me, Creative Movement, Movement Therapy

8-Week Session: \$149

## Drop-Out

Registration is for the school year August 24<sup>th</sup>, 2018 - May 3<sup>rd</sup>, 2019, excluding Pilates and 8-week sessions.

Written notice must be given prior to December 15<sup>th</sup> if you would like to drop a class. Any classes dropped after December 15<sup>th</sup> will be subject to a drop out fee of \$50 per student and \$25 for each additional class in which the student is enrolled. Drop-outs in the middle of a semester will have pro-rated tuition based on the date of your last scheduled class.

If written notice is not given by December 15<sup>th</sup>, all students will automatically be re-enrolled for the Spring semester.

Students who simply stop coming to class will continue to be billed until they officially withdraw. We will not assume a student has withdrawn, and give away their spot, until we receive notice.

Tuition for 8-week sessions is non-refundable.

## Class Sizes

We are a small studio and pride ourselves on offering the highest level of training. We prioritize quality over quantity. Because of this, all classes have limited openings to ensure the best-individualized attention.

Pilates: 15-Student Maximum

Baby & Me Barre Bootcamp: 15-Student Maximum

Movement Therapy Through Dance: 8-Student Maximum

Creative Movement - Ballet IB: 12-Student Maximum

Ballet IC – Ballet II: 15-Student Maximum

Ballet III - Advanced: 22-Student Maximum

ABT has a minimum enrollment policy of 5-students per class. If minimum enrollment is not met by the end of the third week of classes, ABT may cancel the class and provide alternative options to students. A full refund of any unused tuition will be issued if a class is completely cancelled due to insufficient registration.

If 3 or fewer students are present for a class, the class time will be shorted and parents will be notified at the start of class.

## Absences & Make-up Classes

Make-up classes may be approved and scheduled with the office for the same or a lower level. All make-up classes must be fulfilled within the same semester, after which the class is forfeited and does not carry over into the following semester, summer, or school year.

Refunds or credits are not given for missed classes. If there are extenuating circumstances, please contact the office.

## Inclement Weather & School Closings

\* New inclement weather policy

Should the school be closed due to inclement weather, students are welcome to schedule make-up classes with the office. If there are more than two weather-related class cancellations made by ABT in a semester, and the class cannot be made up in another existing class, a separate make-up class will be added to the calendar. These classes would take place May 13<sup>th</sup> - 17<sup>th</sup>, 2019, if necessary. ABT does not offer refunds for cancelled classes.

If a class is cancelled in an 8-week session a make-up class will be scheduled during the last week of the session.

ABT does not always follow the Albemarle County School's decisions on closing for weather-related emergencies. If Albemarle County Schools are closed, ABT will notify families if the school will remain open by 12:00pm the day of for evening classes, or 9:00pm the night before for daytime classes.

ABT follows the ACPS Calendar for Thanksgiving, Winter, and Spring Breaks.

## Drop-off and Pick-up

Students must be picked up within 15-minutes of the end of class or rehearsal. If you will be late, please call and notify the office. We cannot guarantee a staff member will be able to supervise your child, and ABT is not liable for the safety of the students once their class or rehearsal has ended.

Students should wear clothing and street shoes over their leotards and tights upon entering and exiting the school. Please escort your young dancer in and out of the building.

ABT must have prior notification if someone other than the parent/guardian/caregiver is picking up the dancer.

## Private Lessons/Coaching

Private lessons can be scheduled with the office and are billed at \$100 per hour.

## Scholarships & Work Study

The goal of our Scholarship and Work-Study programs are to ensure that all students, regardless of their financial status, are given the opportunity to study dance in a professional school. ABT has partnered with The Studio for the Performing Arts (SFTPA), a 501(C)(3) non-profit organization directed by Sally Hart, to offer scholarships based on financial need to ABT students.

ABT offers a limited number of Scholarships and Work-Study positions. Application forms are available online at [www.abtdance.org](http://www.abtdance.org). You can submit your application via email to [albemarleballettheatre@gmail.com](mailto:albemarleballettheatre@gmail.com), in person, or by mail. If you have any questions, please contact ABT at (434) 823-8888.

## Family Observation Week

Family members are welcome to observe classes during family observation week, November 12<sup>th</sup> - 17<sup>th</sup>, 2018 and March 4<sup>th</sup> - 9<sup>th</sup>, 2019. This is also a great time to bring a friend to watch class if they are interested in joining ABT.

## Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:30 - 10:15 AM Movement Therapy Through Dance (ages 2-6)	9:30 - 10:30 AM Mat Pilates - All levels	9:30 - 10:15 AM Creative Movement (ages 2-4)	9:30 - 10:30 AM Mat Pilates - All Levels		9:30 - 10:15 AM Exploring Ballet
	10:45 - 11:30 AM Baby & Me Barre Bootcamp	12:30 - 1:15 PM Exploring Ballet	10:45 - 11:30 AM Dance With Me (ages 2-4)		10:15 - 11:30 AM Intermediate Jazz/Modern
		1:30 - 2:30 PM Homeschool Ballet IC			11:30 AM - 12:30 PM Ballet 1C (Open Ballet)
3:30 - 4:30 PM Ballet IA	4:00 - 5:00 PM Ballet IIA	4:00 - 5:00 PM Ballet IA	3:30 - 4:30 PM Ballet IB	4:00 - 5:15 PM Ballet IIB	12:45 - 1:45 PM Ballet IA/B
4:45 - 6:45 PM Ballet IIIB	5:15 - 6:15 PM Beginner Jazz/Modern	5:15 - 6:45 PM Ballet IIIA	4:45 - 6:45 PM Advanced Ballet	5:15 - 7:15 PM Ballet IV	2:00 - 3:00 PM Beginner Pointe
6:45 - 8:45 PM Advanced Ballet	6:30 - 7:45 PM Advanced Pointe	7:00 - 9:00 PM Advanced Ballet	6:45 - 8:00 PM Adv. Jazz/Modern		

## 2018-2019 Calendar

August 24 <sup>th</sup>	Classes begin
September 3 <sup>rd</sup>	<b>Closed for Labor Day</b>
November 12 <sup>th</sup> -17 <sup>th</sup>	Parent Observation Week
November 20 <sup>th</sup> - 24 <sup>th</sup>	<b>Closed for Thanksgiving Break</b>
December 3 <sup>rd</sup>	Nutcracker Outreach Crozet Library – Ballet III - Advanced Only
December 7 <sup>th</sup> & 8 <sup>th</sup>	<b>Closed for Nutcracker - Wayne Theatre – 2 Shows</b>
December 15 <sup>th</sup> -16 <sup>th</sup>	'Step Into The Story' Nutcracker Performances at ABT White Box – Ballet IIIs – Advanced Only
December 19 <sup>th</sup>	Last Day of 1st semester
December 20 <sup>th</sup> - January 2 <sup>nd</sup>	<b>Closed for Winter Break</b>
January 3 <sup>rd</sup>	Classes resume
March 4 <sup>th</sup> -9 <sup>th</sup>	Family Observation Week
April 1 <sup>st</sup> - 6 <sup>th</sup>	<b>Closed for Spring Break</b>
April 8 <sup>th</sup>	Classes Resume
April 28 <sup>th</sup>	Exploring and Ballet IA Recitals
May 3 <sup>rd</sup>	<b>Last day of 2<sup>nd</sup> semester except for Sat 5/18</b> (No Classes Saturday May 4 <sup>th</sup> - Rehearsal only)
May 6 <sup>th</sup> - 8 <sup>th</sup>	Spring Gala Rehearsals at ABT
May 9 <sup>th</sup> - 10 <sup>th</sup>	Spring Gala Tech at PVCC
May 11 <sup>th</sup>	<b>Spring Gala at PVCC – 2 Shows</b>
May 18 <sup>th</sup>	Last day of Saturday classes for 2 <sup>nd</sup> semester
May 13 <sup>th</sup> – 17 <sup>th</sup>	Make-up Classes TBD - if necessary

**8-Week Session Dates:** All Closed dates, listed above, are observed.

<b>Fall: Session 1</b>
8/27/18 – 10/22/18
<b>Fall: Session 2</b>
10/23/18 – 12/20/18

<b>Spring: Session 1</b>
1/3/19 – 2/27/19
<b>Spring: Session 2</b>
2/28/19 – 5/1/19

## Performances

ABT presents two shows per school year. Tickets and more information can be found online at [www.abtdance.org](http://www.abtdance.org).

### December 8th, 2018: The Nutcracker

2:00pm & 5:00pm

The Wayne Theatre

Waynesboro, VA

Nutcracker Community Outreach Performances:

Monday, December 3<sup>rd</sup>, 4:30pm

Crozet Library

Ballet III – Advanced only

\*One more Outreach Performance will be scheduled. Dates and times TBA.

Participation is voluntary.

December 15<sup>th</sup> & 16<sup>th</sup>: 'Step Into The Story' Nutcracker

The White Box Theatre at ABT

Times TBA

Ballet III – Advanced Only

\*Included in Nutcracker performance Fee

\*April 28th, 2019: Exploring Ballet & Ballet IA Only

Studio Showing at ABT

Times TBA

\*No performance Fee

Spring Gala Community Outreach Performances:

Two performances will be scheduled. Dates and times TBA. Ballet III – Advanced only.

Participation is voluntary.

**May 11th, 2019: Spring Gala**

Two performance times TBA

The Dickinson Theatre at Piedmont Community College

Charlottesville, VA

Participation in the performances is voluntary and not required. In order to participate, students must attend their regular classes with minimal absences in order to maintain technique and stamina during rehearsal periods.

All students performing will be permitted a maximum of 3 absences from rehearsal.

Beyond this allotment you may not be permitted/allowed to perform.

## Performance Fee

A one-time performance fee will apply per-student, per-show. This fee includes all rehearsals, warm-up classes, costumes, and a downloadable video of the performance.

Nutcracker:

Ballet 1B - II: \$150

All other levels: \$175

Spring Gala

Ballet 1A - II: \$175

All other levels: \$200



## Class Attire

*Hair should be worn up in a neat bun. Dancers with short hair must pin back bangs or wear a headband. Remove all jewelry other than stud earrings. Please wear clean dance clothes in good repair.*

### Exploring Ballet

Girls Attire: Pink leotard, Pink tights, Pink ballet slippers.

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Ballet 1A-Ballet IV

Girls Attire: Black leotard, Pink tights, Pink ballet slippers.

Ballet II and higher: Colored waistband (no black)

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Advanced Ballet

Girls Attire: Leotard of your choice, Pink tights, Pink ballet slippers, and Colored waistband (no black).

Boys Attire: Comfortable black shorts or black tights, fitted solid color t-shirt without logo or graphics, black ballet slippers.

### Jazz/Modern (all levels)

Girls Attire: Solid colored leotard, black jazz pants, leggings, or shorts, black jazz shoes.

Boys Attire: Comfortable black bicycle shorts, fitted solid color t-shirt without logo or graphics, black jazz shoes.

## Studio Policies & Etiquette

ABT's policies & rules are in place to maintain a positive, safe, healthy, and productive environment for the dancers, families, and staff.

At ABT we encourage and nurture a welcoming environment of inclusion, integrity, and friendship. We reward hard work, dedication, and a positive attitude. **We do not tolerate gossiping or bullying.**

We encourage our students to arrive early to warm-up.

Please use the restroom prior to the start of class to help with fewer interruptions during class.

Students should be on time for the beginning of a class. Students who are more than 10-minutes late may only join class at the Teacher's discretion, as this is a safety concern. Student may be asked to observe class instead.

Parents will not be permitted in the studio once the door is closed and class is in session.

Talking during class is not permitted.

Hanging on the barres is not allowed.

The use of powders, lotions, hair products, jet glue or other substances is prohibited in the studios.

Food, chewing gum, or beverages other than water are not allowed in the dance studio.

No cell phones, iPads, or other devices are permitted in the studio. All devices must be left in the dressing room and turned to silent.

Students are expected to respect the facility and clean up after themselves in the studio and dressing room.

Young children not enrolled in class should not be left unattended... or they will be given Red Bull and a puppy :)

ABT is not responsible for lost or stolen items.

ABT reserves the right to suspend or dismiss any student whose conduct or attitude is found to be dangerous, disruptive, or disrespectful.